



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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December 29, 2004

**ISIS Memorandum 05-028**

To: Human Resource Directors  
Employee Administrators  
Time Administrators

Subject: ISIS HR Reports

Effective Thursday, December 30, 2004, a new Employee Leave Earning report will be available in the Personnel Management reporting folder. This report can also be executed using transaction code ZT22. It reads Adjusted Leave Service dates stored on Infotype 0041 (Date Specifications) and outputs the following information for employees:

- Adj Leave Svc Date value stored on current IT0041
- Years of service range (e.g., 00-03, 03-05, 05-10, 10-15, >15)
- Hourly accrual rate
- Hourly accrual rate x 80
- Next leave change date
- Next hourly accrual rate
- Next hourly accrual rate x 80
- Comments (identifies employees who do not accrue leave and those who either do not have an Adj Leave Svc Date or an IT0041 record)

Many agencies may not be aware that when an employee is missing Date type: 09 on Infotype 0041, Adj Leave Svc Date, the system substitutes the employee's most recent Hire/Rehire date when computing leave earnings. For employees who have breaks in service or who worked in non-ISIS agencies at some point, the substituted date may result in an inaccurate leave accrual amount. It is therefore recommended that an Adjusted Leave Service Date always be established for both new and rehired employees. ISIS HR scripts are being modified to reflect Date type 09 as a required field for Infotype 0041 (Date Specifications).

To identify any current employee that is missing this date, run ZT22 for the personnel area and then filter the output on COMMENT = "No Adj Lv Svc Dt Ex". Once you have your list of employees, it is advised that you update IT0041 and add an appropriate Adj Leave Svc Date (type 09) value for each.

This report will also be made available in LEO on January 10, 2005 to employees as well as managers who are participating in the MSS (Manager's Self-Service) pilot project.

12/29/04

Also effective on Thursday, December 30, 2004, ZT11- Time Evaluation Error Message report will be moved from the *Payroll Master Data* folder to the *Time Management* folder and access will be extended to Time Administrators. While not all errors displayed are maintainable by agency timekeepers, many errors are the result of current period timekeeper mistakes. Previously, timekeepers had no way to know when a time eval error existed. Agency Employee Administration units should take time to discuss how they wish to incorporate this new reporting tool into current timekeeping procedures.

MO/ef

c. Whit Kling, Deputy Undersecretary